

## Clerk to the Board Role Description

<b>Salary</b>	Competitive
<b>Hours</b>	Part-time (4 days a month) in accordance with the Board of Trustees meeting schedule
<b>Reports to</b>	The Chair of Trustees
<b>Location</b>	London
<b>Probationary period</b>	6 months

## Background

BeyondAutism is a company with charity status. It has a Board of Trustees / management committee. The board is accountable in varying degrees to a variety of stakeholders, including beneficiaries (and their representatives), funders, the Charity Commission, and other regulators (e.g. Companies House).

The Board of Trustees share and promote the following qualities:

- A passionate enthusiasm for supporting the beneficiaries of BeyondAutism and the work the charity undertakes
- The capacity to understand and to empathise with the issues of concern for people with autism and those who care for them.
- The adherence to the **Good Governance: a code for the voluntary and community sector**: an effective board will provide good governance and leadership by:
  1. Understanding their role
  2. Ensuring delivery of organisational purpose
  3. Working effectively both as individuals and as a team
  4. Exercising effective control
  5. Behaving with integrity; and
  6. Being open and accountable
- Upholding Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Overview

The Clerk to the Board is primarily responsible for the smooth and efficient running of meetings of the trustee board and any other committees to which he/she is appointed. The Clerk to the Board works closely with the Chair of Trustees and the Chief Executive Officer to provide assistance and support.

The Clerk to the Board will be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities. The Clerk to

the Board will assist the Chair in ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with BeyondAutism's articles of association, reflect the objects of the Charity, and continue to provide public benefit.

The Clerk to the Board is responsible for keeping the conscience of BeyondAutism, by way of ensuring that the trustees continue to take decisions and act in line with its governing document and comply with the relevant legislative and regulatory requirements to which the charity is subject.

### Key responsibilities:

Working alongside the Chair and the Chief Executive Officer to:

1. facilitate the smooth operation of BeyondAutism's decision making and reporting machinery;
2. ensure BeyondAutism complies with its governing document;
3. ensure that BeyondAutism complies with all relevant legislation;
4. maintain all relevant and regulatory registers;
5. ensure that formal documentation is filed with appropriate bodies, as required, and to report certain changes regarding the charity
6. co-ordinate and participate in the preparation of the annual report and accounts
7. maintain good general relations with relevant stakeholders
8. continually review developments in charity governance
9. actively promote trustee development
10. ensure the BeyondAutism's identity complies with relevant law.
11. general compliance

### Duties and tasks to fulfil these key responsibilities:

#### 1. Facilitating the smooth operation of the charity's formal decision making and reporting machinery:

By working in partnership with the Chair of Trustees, the Chief Executive and other senior staff to ensure that:

- Board of Trustee meetings, and where appropriate other committees, are efficiently organised.
- ensuring that there is proper and appropriate co-ordination of board and committee meetings and an effective flow of information
- meeting agendas are properly formulated and advising the chief executive and the chair on content and organisation of memoranda or presentations for the meeting.
- collecting, organising and distributing such information, documents or other papers for meetings
- ensuring that all meetings are minuted and that minute records are maintained with certified copies of the minutes and that action is taken on matters arising.
- communicating board decisions to those required to implement them and ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.

- ensuring that board of trustee meetings and any relevant committees are properly constituted and provided with clear terms of reference
- working with authorised officers of the charity to ensure the appropriate and effective production of board papers
- advising and guiding the board on any legal and regulatory implications of the charity's strategic plan

## **2. Ensuring the charity complies with its governing document:**

- working with BeyondAutism's legal advisors to lead on drafting and incorporating amendments in accordance with correct procedures
- leading the process of non-financial compliance with the charity's governing document. including management of any governance reporting requirements
- reviewing, proposing and implementing approved changes to the charity's governing document

## **3. Ensuring that the charity complies with all legal and regulatory requirements;**

- establishing and monitoring procedures to ensure that BeyondAutism complies with the requirements of charity legislation, charity commission reporting, and other relevant legislation such as company law and companies house requirements, the fundraising regulator and any other such relevant regulatory bodies
- the requirements of all relevant compliance frameworks are fulfilled appropriately and in a timely manner
- to act as an initial point of contact between BeyondAutism the charity commission and any other relevant regulators.
- to ensure that BeyondAutism's activities meet the standards set by the fundraising regulator and comply with the code of fundraising practice.

## **4. Maintain all relevant and regulatory registers:**

- members of the board of trustees
- trustees' conflict and interests
- gifts and hospitality accepted and refused
- person(s) with significant control register

## **5. Ensure that formal documentation is filed with appropriate bodies, as required, and to report certain changes regarding the charity**

- annual report and accounts
- changes to trustees
- changes in the charity's details
- changes to the governing document
- reporting serious incidents

## **6. Co-ordinate and participate in the preparation of the annual report and accounts**

- To be closely involved in the co-ordination and preparation of the annual report. This must be done in consultation with BeyondAutism's Board of Trustees, senior management team and any relevant external advisors

## **7. Maintain good general relations with relevant stakeholders**

- Always working with BeyondAutism's marketing and communications team to ensure consistency of messaging
- Communicating with stakeholders and other interested parties the role of the Board of Trustees
- Monitoring and advising on the recruitment and election processes for trustees
- Responsible for ensuring that all arrangements for the recruitment and appointment of trustees adhere to all regulatory and legal requirements
- Responsible for administering trustee votes where required

## **8. Continually review developments in charity governance**

- facilitating the proper induction of trustees into their role
- advising and assisting the trustees with respect to their duties and responsibilities
- advising and facilitating board performance evaluations and any ongoing development matters resulting from that exercise
- counselling trustees when preparing presentations and memoranda
- ensuring BeyondAutism has a robust framework for compliance with charity governance standards and for applying the recommendations of the charity governance code and other good practice
- maintaining and reviewing procedures for the sound governance of the charity and advising on developments in governance issues including changes to legislative and regulatory obligations
- ensuring BeyondAutism has adequate insurance arrangements
- ensuring standing orders, including a scheme of delegation, and schedule of matters reserved for the board of trustees and associated procedures are reviewed, updated and properly discharged.

## **9. Actively promote trustee development**

- Acting as a channel of communication and information for trustees and staff, where appropriate
- Advising the board of trustees on an appropriate approach to reviewing board performance and facilitating an annual board evaluation and any ongoing training required by trustees
- Management and development of the trustees and their integration and interaction with the charity, including appropriate organisational development.

## 10. Ensure the BeyondAutism's identity complies with relevant law.

- Ensuring BeyondAutism's stationery, including electronic communications (emails, websites etc.), orders, invoices, cheques and other relevant documents include all the details required under company law and charity law and wherever applicable VAT law.

## 11. General Compliance

Monitoring and implementing procedures which allow for compliance with relevant regulatory and legal requirements:

- Arranging for the board of trustees to have access to comprehensive legal and financial expertise, where appropriate
- Arranging for the board of trustees to have access to any external professional expert considered relevant to assist in decision making
- Ensuring any restricted funds or funds held in trust are used and managed appropriately
- Reporting to the board of trustees on any serious incidents or matters of non-compliance

*We are committed to safeguarding and promoting the welfare of children and young people and expect all trustees to share this commitment. An enhanced DBS disclosure is required for this role.*

## Person Specification

### Qualifications and Knowledge:

- Educated to degree level or relevant experience
- Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat and ability to learn to use new tools
- Undergone minute taking training
- ICSA Certificate in Charity Law and Governance or ICSA Certificate in Academy Governance

### Experience related to position:

- Experience of having successfully serviced charity boards and committees including writing agendas and concise and accurate minute taking
- Experience of working with Board and committee members
- Experience of maintaining systems and records in a governance or committee environment
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy

### Skills:

- Excellent organisational skills and ability to effectively prioritise work and balance competing demands
- Excellent verbal and written skills, including ability to draft accurate and succinct emails and papers, strong attention to detail and accuracy
- Good interpersonal and negotiation skills, tact and diplomacy

### Behaviours:

- Ability to build and maintain effective working relationships with colleagues across the organisation and externally
- Ability to work without direct supervision and to prioritise own workload, to multi-task and to work to deadlines.
- Empathy with the vision and mission of the charity